

Contract User Guide for FAC81

FAC81: Janitorial Services, Environmentally Preferable Statewide Contract

UPDATED: July 8, 2020

Contract #:	FAC81
MMARS MA #:	FAC81*
Initial Contract Term:	February 1, 2014 – January 31, 2017
Maximum End Date:	Two (2) options for two (2) year extension through January 31, 2021
Current Contract Term:	February 1, 2019 - January 31, 2021
Contract Manager:	Daniel Billings, Phone: 617-720-3309, Daniel.Billings@mass.gov
This Contract Contains:	Small Business Purchasing Program, Supplier Diversity Office (SDO) Contractors and Environmentally Preferable Products (EPP), Prompt Payment Discount
UNSPSC Codes:	76-11-00-00: Cleaning and Janitorial Services

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a statewide contract for Janitorial Services. This is a multi-award contract, by region, offering eligible entities the ability to solicit quotes and utilize janitorial companies of varying sizes for their cleaning needs. This contract provides many qualified janitorial contractors who will be responsible for providing the cleaning services required to maintain Commonwealth Departments, municipalities, schools and other eligible entities. Services provided under this contract are not intended to be used to replace any current janitorial staff engaged by entities that provide such services.

Prevailing wage rates are required to be paid for this contract but only apply to employees of contractors which provide cleaning and maintenance services for public buildings, either owned or rented by the commonwealth (M.G.L. Chapter 149, Section 27H). Cities, towns and school districts using this contract are not subject to Prevailing Wage requirements, as cited in the above section.

NOTE: This contract is not intended for use by the Department of Capital Asset Management and Maintenance (DCAMM) for those facilities that are part of the Integrated Facility Management (IFM) regions of DCAMM, including the Government Center Complex. The FAC81 contracts are primarily intended for use by medium to small sized facilities that are not part of DCAMM IFM. Any facility that is absorbed by the DCAMM IFM Region during the life of this contract will not be required to continue to use FAC81 once the transition is completed, and any agreed upon statement of work will be terminated.

In addition, this contract requires the use of environmentally preferable, or “green” cleaning products by all awarded contractors as required by Governor Patrick’s [Executive Order 515](#) and specified in the RFR wherever they are available for the purpose of protecting human health and the environment to the greatest extent possible. FAC81 Vendors were required to submit their list of green products for review and approval prior to award. All products were required to be listed on the [OSD’s Approved Green Products List](#). This list includes green chemicals that have been “Independently Third-Party Certified;” which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally recognized certification program.

UPDATES: Contract User Guide has been updated for COVID-19 and to capture vendor contact updates.

COVID-19 Updates

The FAC81 statewide contract offers cleaning and janitorial services. Buyers are encouraged to engage with vendors for additional information regarding COVID-19 and the services they can offer.

Cleaning and Disinfecting Services

For cleaning services, all vendors must follow the CDC’s guidance on [Cleaning and Disinfecting](#) and applicable COVID-19 [OSHA](#) guidance and standards.



Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review [OSHA guidance and standards](#), and ensure the individuals using disinfectants are aware of the guidance.

Benefits and Cost Savings

HEALTH BENEFITS TO USING GREEN CLEANING PRODUCTS:

The National Association of School Nurses says that using fewer toxic products to clean:

- Reduces allergies and sensitivities, reduces absenteeism, improves indoor air quality, increases productivity, and enables higher test scores;
- Involves greater safety in handling for custodians and cleaning staff as ingredients in common cleaning products have been linked to triggering asthmatic episodes, cancer, effects on the nervous system, reproductive organs, kidneys, liver and hormones.

COST SAVINGS and OTHER BENEFITS:

- Service providers using green cleaning products can save themselves and their customers money by purchasing and using a single product with different dilution rates depending on the job.
- Many products have automatic dispensing systems which reduce overuse and exposure to employees.
- Vendors provide details on the experience level of staff members and how background checks and CORI/SORI requirements are performed and documented. Entities may request to receive such information when getting quotes from Vendors.

Vendors provide within the Statement of Work document (to be used for all jobs under this contract), established work schedules, staffing, supplies and equipment, performance requirements, and compliance with environmental specifications that are similar to third party industry cleaning standards which can be monitored by the Strategic Sourcing Services Team (SSST).

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for FAC81 to find related Master Blanket Purchase Order (MBPO) information.
- To find Vendor-specific documents, including price sheets, see links to individual Vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

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01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools
05. Public Hospitals, owned by the Commonwealth
06. Public institutions of high education
07. Public purchasing cooperatives
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract

Pricing Options

This contract does not contain specific pricing but is established as a qualified list of Vendors. Contract users wishing to engage an FAC81 janitorial contractor must create a Statement of Work (with region prevailing wages only if the requesting department is a Commonwealth owned or rented office/facility) and which must be used to **solicit at least three quotes from contractors in their region**, to be evaluated with best value criteria applied. The Contractor shall only be compensated for services delivered and accepted by the hiring entity in accordance with the specific terms and conditions of the Contract resulting from this solicitation.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@mass.gov.

When contacting a vendor on statewide contract, always reference FAC81 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.



How to Purchase from The Contract in COMMBUYS

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple Vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, award and place the order through COMMBUYS.

There are twenty-two (22) total Vendors on this contract and seven (7) different distributor model Master Blanket Purchase Orders (MBPO). Each MBPO contains a list of the Vendors for the specific district they have been awarded, and a separate MBPO for Vendors awarded Statewide. Most Vendors appear on multiple MBPOs. The Contract User Guide, Statement of Work Template and Vendor Information Reference sheet has been attached to all MBPOs.

Each Master Blanket Purchase Order has one line with a variation on the district, for example: Janitorial Services, District 1 Vendors, Environmentally Preferable, Custodial Service. Contract Services include but not limited to: Sweeping, vacuuming, cleaning, trash removal, recycling, window washing, dusting, and optional snow removal.

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "FAC81 RFQ" when entering information in the Description field. For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

At least three (3) quotes must be solicited from Vendors on this contract and quoting on this contract should be done through COMMBUYS. Contract Users are required to create a Statement of Work (SOW) or use the SOW Template available under each MBPO. To create the bid for quoting through COMMBUYS, follow the below steps.

1. Start with a New Requisition, on the General Tab, fill in all required information and **make sure** to check off the Solicitation Enabled check box.
2. Within the requisition, click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC81 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field. If entering only FAC81 in the *Description* field, a list of seven (7) line items will appear, below is a list of the Mass DOT districts and the cities and towns that fall under each district.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the Vendors.
4. Next click on the Distributor tab and select the Vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.

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7. Review the Summary Tab, and then Submit for Approval.
 - a. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
8. Once it is converted to a bid, you will go through the tabs and enter in the required information. On **the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the Vendor**, or if you leave the previously entered cost this will show to the Vendor as an estimated cost.
9. Once everything is review, it is then submitted for approval and sent to the Vendors.

Statement of Work (SOW):

Contract users must complete a detailed Statement of Work for any engagement to be completed under this contract and are **required to have Vendors conduct a site visit prior to making an award**. The SOW template can be found under the "Attachment" tab on COMMBUYS under each District's MBPO; it is recommended that Buyers use this format to request the following list and any other information as required by the engaging entity:

- Scope of Services/Deliverables Dates & Location of Service
- Detailed Budget
- Estimated Total Costs
- Number of Staff/Rate(s) per hour
- List of Approved Green Cleaning Products

Required Documentation from Contractor:

Vendors are required to submit completed payment vouchers and all required signed documentation to the designated Buyer personnel for processing. Vendors are obligated to pay prevailing wage rates to their employees who work in Commonwealth owned or rented facilities under this contract. Please report any known or suspected underpayment or non-payment of the prevailing wage to OSD for referral to the Attorney General's Office and the Department of Labor and Workforce Development. There is no Commonwealth form to report weekly janitorial prevailing wage, as there is for construction

Prevailing Wage Requirements

Prevailing Wage Rates are required to be paid for this contract **but only apply to employees of contractors which provide cleaning and maintenance services for public buildings, either owned or rented by the commonwealth (M.G.L. Chapter 149, Section 27H)**. See <https://www.mass.gov/prevailing-wage-program>. Cities, Towns and School districts using this contract are not subject to Prevailing Wage requirements, as cited in the above section.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

Executive Order 515, Establishing an Environmental Purchasing Policy issued by the Patrick-Murray Administration in 2009, **requires all janitorial service companies** providing services to Executive Branch Agencies to use environmentally preferable (green) cleaning products and practices as specified in Commonwealth statewide contracts. In particular, all Vendors are required to use products listed on the [OSD's Approved Green Products List for FAC85](#). FAC85 is the Statewide contract

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for Green Cleaning Products, Programs, Equipment and Supplies, and includes all products and services to assist in implementing a green cleaning program. It is not a requirement that FAC81 Vendors use FAC85 Vendors to purchase their products; however, they must only use products that are on the Approved Green Products List. This list includes green chemicals that have been “Independently Third-Party Certified;” which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally recognized certification program.

- Using fewer toxic products benefits Commonwealth citizens on many levels:
 - Reduces the risks to custodians and cleaning staff who are handling the products
 - Improves indoor air quality for building occupants as a result of lower volatile organic compounds (VOCs);
 - Significantly lessens the amount of toxic substances going down the drain and into water and soil, which also impacts plants and animals in the area; and
 - Offers efficiencies in cleaning via dispensing systems that control use and equipment that does the job the same or better with less or no chemical use; **these all add up to saving money.**

Additional Information/FAQs

Frequently Purchased Items on the Contract

Services frequently purchased through this contract include:

- Sweep floors and vacuum carpets.
- Empty waste receptacles.
- Trash removal.
- Office and bottle/can recycling.
- Hard floor buffing.
- Scrub, strip and seal work.
- Replenish paper towel, toilet paper and hand soap dispensers.
- Strip and apply non-slip or non-skid floor finish to restroom floors.
- Clean walls, partitions, including contiguous surfaces.
- Dust and wash columns, doors, and door frames.
- Vacuum upholstered furniture and full rug area.
- Spot clean carpet to remove all stains.
- Clean and vacuum all air diffusers.
- Wash windows.
- Clean ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, etc.
- Office building garage cleaning.
- Optional: Snow removal of areas adjacent to the building(s) (walkways, stairways) and any limited routes to accessible areas where deemed appropriate.

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Other Discounts

Prompt Pay Discounts: A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

Performance and Payment Time Frames Which Exceed Contract Duration

All term maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

Contract users must complete a detailed Statement of Work for any engagement to be completed under this contract and are required to have Vendors conduct a site visit prior to making an award. The SOW template can be found under the "Attachment" tab on COMMBUYS under each District's MBPO; it is recommended that Buyers use this format to request the following list and any other information as required by the engaging entity:

- Scope of Services/Deliverables Dates & Location of service
- Detailed Budget
- Estimated total costs
- # of staff/rate(s) per hour
- List of Approved Green Cleaning Products

Required Documentation from Contractor:

- Vendors are required to submit completed payment vouchers and all required signed documentation to the designated Buyer personnel for processing. Vendors are obligated to pay prevailing wage rates to their employees who work in Commonwealth owned or rented facilities under this contract. Please report any known or suspected underpayment or non-payment of the prevailing wage to OSD for referral to the Attorney General's Office and the Department of Labor and Workforce Development. There is no Commonwealth form to report weekly janitorial prevailing wage, as there is for construction.
- For non-Commonwealth owned or rented facilities, invoices for services rendered during the previous month must be submitted to the hiring entity according to the terms of the Statement of Work.



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Strategic Sourcing Team Members

Name	Department	Email
Gayle Gionet	Operational Services Division (OSD)	Gayle.Gionet@state.ma.us
Deanne Daneau	Department of Environmental Protection (DEP)	Deanne.Daneau@state.ma.us
Julia Wolfe	Operational Services Division (OSD)	Julia.Wolfe@state.ma.us
Tina Urato	Massachusetts Emergency Management Agency (CDA)	Tina.Urato@state.ma.us
Dan Billings	Operational Services Division (OSD)	Daniel.Billings@mass.gov

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Districts	Discounts (PPD)
A-1 Clean Team, Inc.	See Appendix A Page 13	John Wynn	617-650-1273	a1cleanteam@hotmail.com	3,4,5,6	2% - 10 days 1% - 15 days 1% - 20 days
Advanced Maintenance Solutions	See Appendix A Page 13	Scott Dougherty	978-922-3911	advancedmaintenanceinc@gmail.com	3,4,5,6	2% - 10 days 1% - 30 days
American Cleaning CO	See Appendix A Page 13	Henry Valerio	617-562-4000	hvalerio@amercln.com	4,5,6	1.25% - 10 days 0.75% - 15 days 0.5% - 20 days 0.25 - 30 days
GDI Services Inc.	See Appendix A Page 13	Nancy Miller	781-907-7705	Nancy.Miller@gdi.com	3,4,5,6	2% - 10 days 1.5% - 15 days 1% - 20 days
BestPro Cleaning LLC	See Appendix A Page 13	Diana Gallego	508-310-5406	diana@bestprollc.com	3,4,6	5% - 10 days 4% - 15 days 3% - 20 days 2% - 30 days
C.M Cleaning Company	See Appendix A Page 13	Teresa Moore	781-344-1441	teresa@cmcleaning.com	5,6	1% - 10 days
CLEANCO	See Appendix A Page 13	Jack Hauswirth	781-890-2400	jhauswirth@cleancocorp.com	1,2,3,4,5,6	2% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days
Compass Facility Services	See Appendix A Page 13	Michelle Permatteo; Joe Goffredo	978-352-7600	mpermatteo@compassfacility.com ; jgoffredo@compassfacility.com	1,2,3,4,5,6	1% - 10 days 1% - 15 days
Complete Cleaning Company, Inc.	See Appendix A Page 13	Garry Beaver	781-598-1666	garry@complete-cleaning.com	1,2,3,4,5,6	3% - 10 days 2.5% - 15 days 2% - 20 days
Done Right Building Services	See Appendix A Page 13	Jonathan Howell	617-236-0155	jhowell@donerightservices.com	1,2,3,4,5,6	2% - 10 days 1% - 15 days

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Empire Cleaning Inc.	See Appendix A Page 13	Michael DeRocco	781-246-1223	Michael@empirecleaning.net	1,2,3,4,5,6	1% - 30 days
Facilities Management & Maintenance, Inc.	See Appendix A Page 13	Lisa Fitzgerald	617-561-7003	lfitzgerald@fmm-inc.com	1,2,3,4,5,6	0.3% - 10 days 0.3% - 15 days 0.2% - 20 days
KleenRite Services Paixao Inc. DBA KleenRite Services	See Appendix A Page 13	Richard Paixao	413-737-7663	kleenrite@gmail.com ; paixaoinc@gmail.com	1,2,3	2% - 10 days 1% - 15 days
M&M Contract Cleaning	See Appendix A Page 13	Jennifer Miller	508-427-1702	jmiller@mmcontractcleaning.com	2,3,4,5,6	4% - 10 days 3% - 15 days 2% - 20 days
Next Gen Supply Group, DBA MD Stetson Co, DBA Facilittech	See Appendix A Page 13	Michael Glass	781-986-6161 ext. 127	michael.glass@nextgensupply.com	1,2,3,4,5,6	1% - 10 days 0.75% - 15 days 0.5% - 20 days
Mass Commercial Cleaning Inc.	See Appendix A Page 13	Peter Connly	413-586-4696 ext. 101	pconnly@macommclean.com	1,2,3,4	1% - 15 days
Moura's Cleaning Service	See Appendix A Page 13	David Moura	978-562-1839 ext. 100	dave@mourascleaningservice.com	1,2,3,4,5,6	2% - 10 days
National Facility Services Inc.	See Appendix A Page 13	Joe Amico	508-869-0777	joe@nfsincorp.com	1,2,3,4,5,6	3% - 10 days 2% - 15 days 1.5% - 20 days 1% - 30 days
Star Building Services	See Appendix A Page 13	Hans Familia	617-825-2266	hfamilia@sbsboston.net	3,4,5,6	3% - 20 days 2% - 30 days
S.J. Services Inc.	See Appendix A Page 13	Daniel Shea	978-360-1229	dshea@sj-services.com	1,2,3,4,5,6	0.0025% - 10 days 0.0025% - 15 days 0.0025% - 20 days 0.0025% - 30 days
T&T Janitorial Services	See Appendix A Page 13	Keith Taylor; Joan Taylor	781-983-0584	keith@tandtjanitorialservices.com	1,2,3,4,5,6	3% - 10 days 2% - 20 days 1% - 30 days
UG2 LLC	See Appendix A Page 13	Aiden Moore	617-977-5337	amoore@ug2.com	1,2,3,4,5,6	0.33% - 10 days 0.25% - 15 days 0.16% - 20 days

*Note that COMMBUYS is the official system of record for vendor contact information.

** [The Conversion Vendor MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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Appendix A:

Safer Cleaning and Disinfection – COVID-19 Resources

- Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes, Center for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_10_4-DM27264
 - And see the tool: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
- OSHA Guidance on COVID19: <https://www.osha.gov/SLTC/covid-19/>
- Disinfectant Use and Corona Virus, Environmental Protection Agency: <https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>
 - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
 - NOTE: Make sure products are ALSO registered in MA: <http://www.kellysolutions.com/ma/>
- What You Need to Know Regarding Products Making Claims to Kill the Coronavirus Causing COVID-19, Environmental Protection Agency: <https://www.epa.gov/sites/production/files/2020-05/documents/cornavirus-compliance-advisory.pdf>

Appendix B:

If full statewide contracts details are required, please refer to the FAC81 files listed under each Master Blanket Purchase Order. Each Master Blanket Purchase Order will be kept up to date with the most current contract information.

- [PO-14-1080-OSD01-OSD10-00000000937](#) - District 1 Vendors
- [PO-14-1080-OSD01-OSD10-00000000940](#) - District 2 Vendors
- [PO-14-1080-OSD01-OSD10-00000000943](#) - District 3 Vendors
- [PO-14-1080-OSD01-OSD10-00000000947](#) - District 4 Vendors
- [PO-14-1080-OSD01-OSD10-00000000948](#) - District 5 Vendors
- [PO-14-1080-OSD01-OSD10-00000001378](#) - District 6 Vendors
- [PO-14-1080-OSD01-OSD10-00000001379](#) - Statewide Vendors

FAC81 Districts:

District 1

Adams	Alford	Ashfield	Becket	Blandford
Buckland	Charlemont	Cheshire	Chester	Chesterfield

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Clarksburg	Colrain	Conway	Cummington	Dalton
Egremont	Florida	Goshen	Granville	Great Barrington
Hancock	Hawley	Heath	Hinsdale	Huntington
Lanesborough	Lee	Lenox	Middlefield	Monroe
Monterey	Montgomery	Mount Washington	New Ashford	New Marlborough
North Adams	Otis	Peru	Pittsfield	Plainfield
Richmond	Rowe	Russell	Sandisfield	Savoy
Sheffield	Shelburne	Stockbridge	Tolland	Tyringham
Washington	West Stockbridge	Williamsburg	Williamstown	Windsor

District 2

Agawam	Amherst	Athol	Barre	Belchertown
Bernardston	Brimfield	Chicopee	Deerfield	East Longmeadow
Easthampton	Erving	Gill	Granby	Greenfield
Hadley	Hampden	Hardwick	Hatfield	Holland
Holyoke	Leverett	Leyden	Longmeadow	Ludlow
Monson	Montague	New Braintree	New Salem	Northampton
Northfield	Orange	Palmer	Pelham	Petersham
Phillipston	Royalston	Shutesbury	South Hadley	Southampton
Southwick	Springfield	Sunderland	Templeton	Wales
Ware	Warren	Warwick	Wendell	West Brookfield
West Springfield	Westfield	Westhampton	Whately	Wilbraham

District 3

Acton	Ashburnham	Ashby	Ashland	Auburn
Ayer	Bellingham	Berlin	Blackstone	Bolton
Boxborough	Boylston	Brookfield	Charlton	Clinton
Douglas	Dudley	Dunstable	East Brookfield	Fitchburg
Framingham	Franklin	Gardner	Grafton	Groton
Harvard	Holden	Holliston	Hopedale	Hopkinton
Hubbardston	Hudson	Lancaster	Leicester	Leominster
Littleton	Lunenburg	Marlborough	Maynard	Medfield
Medway	Mendon	Milford	Millbury	Millis
Millville	Natick	North Brookfield	Northborough	Northbridge
Oakham	Oxford	Paxton	Pepperell	Princeton
Rutland	Sherborn	Shirley	Shrewsbury	Southborough
Southbridge	Spencer	Sterling	Stow	Sturbridge

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District 3 cont.

Sudbury	Sutton	Townsend	Upton	Uxbridge
Wayland	Webster	West Boylston	Westborough	Westford
Westminster	Worcester			

District 4

Amesbury	Andover	Arlington	Bedford	Belmont
Beverly	Billerica	Boxford	Burlington	Carlisle
Chelmsford	Concord	Danvers	Dracut	Essex
Everett	Georgetown	Gloucester	Groveland	Hamilton
Haverhill	Ipswich	Lawrence	Lexington	Lincoln
Lowell	Lynn	Lynnfield	Malden	Manchester-By-The-Sea
Marblehead	Medford	Melrose	Merrimac	Methuen
Middleton	Nahant	Newbury	Newburyport	North Andover
North Reading	Peabody	Reading	Revere	Rockport
Rowley	Salem	Salisbury	Saugus	Somerville
Stoneham	Swampscott	Tewksbury	Topsfield	Tyngsborough
Wakefield	Waltham	Wenham	West Newbury	Wilmington
Winchester	Woburn			

District 5

Abington	Acushnet	Aquinnah	Attleboro	Avon
Barnstable	Berkley	Bourne	Brewster	Bridgewater
Brockton	Carver	Chatham	Chilmark	Cohasset
Dartmouth	Dennis	Dighton	Duxbury	East Bridgewater
Eastham	Easton	Edgartown	Fairhaven	Fall River
Falmouth	Foxborough	Freetown	Gosnold	Halifax
Hanover	Hanson	Harwich	Hingham	Holbrook
Hull	Kingston	Lakeville	Mansfield	Marion
Marshfield	Mashpee	Mattapoisett	Middleborough	Nantucket
New Bedford	Norfolk	North Attleborough	Norton	Norwell
Norwood	Oak Bluffs	Orleans	Pembroke	Plainville
Plymouth	Plympton	Provincetown	Raynham	Rehoboth
Rochester	Rockland	Sandwich	Scituate	Seekonk
Sharon	Somerset	Stoughton	Swansea	Taunton
Tisbury	Truro	Walpole	Wareham	Wellfleet
West Bridgewater	West Tisbury	Westport	Whitman	Wrentham
Yarmouth				

District 6

Boston	Braintree	Brookline	Cambridge	Canton
Chelsea	Dedham	Dover	Milton	Needham
Newton	Quincy	Randolph	Watertown	Wellesley
Weston	Westwood	Weymouth	Winthrop	

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
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